

**RETIREMENT BUSINESS SYSTEMS DIRECTOR**

**DEFINITION:**

Under direction, to develop and implement a multi-year strategic plan for the information technology system within San Diego County Employees Retirement Association (SDCERA); to assess the long-range business needs and requirements to support all information systems within SDCERA; to determine and implement organizational changes necessary for the accomplishment of technology goals and objectives; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Retirement Business Systems Director is a management class. Under the direction of the Retirement Chief Executive Officer, this class is responsible for identifying methodologies to support improvements in the current system, coordinating requirements for implementation of multiple technologies to support future systems needs, and assessing accurate budgeting and funding. The incumbent is responsible for handling confidential retirement personnel and/or employment transactions.

**EXAMPLES OF DUTIES:**

Defines, plans, and coordinates strategies for effective integration of emerging technologies including telecommunications to support data systems and customer services; maintains current databases to meet requirements for accurate and timely pension payments, health care payment benefits and coverage to SDCERA members and beneficiaries; provides information technology staff with appropriate training programs and materials to effectively implement data systems and emerging technologies; plans, organizes, and directs the activities of the information technology staff; identifies processes to be reengineered with other division managers and the CEO; defines ongoing hardware and software requirements; develops and implements a methodology for continuous process improvement; analyzes and documents existing processes and workflow timing; serves as liaison with vendors; directs and maintains performance measurement reports of goals and objectives; recommends alternative methods, in consideration of statutes, regulations, Association membership, budget, information systems and staffing requirements.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Strategic business planning in an information technology environment.
- Information technology research and development.
- Implementing and organizing major systems automation projects.
- Conducting feasibility studies and evaluating product performance.
- Project Management.
- Principles and practices of financial management.
- Network systems design; relational databases; hardware and software tools for developing client/server applications; database administration; modeling concepts; and graphical user interfaces.
- The General Management System in principle and in practice.
- Principles and practices of management related to the training, evaluation and supervision of subordinates.

**Skills and Abilities to:**

- Provide overall administrative leadership, supervision, and management over the information technology activities of the County Employees Retirement System.
- Analyze and understand the complexity of many-to-many relationships of multiple users, workstations, operating systems, relational databases, application development languages, CPUs, network protocols and related resources in a client/server network.
- Analyze and understand the interaction of multiple computing platforms for information sharing, system synchronization and integrity, data validation and relational editing, system security, system back up and recovery processing, and change management.
- Prepare executive level correspondence, reports, narrative, fiscal and budget documents and presentations for advisory board members, managers and staff.
- Establish and maintain effective working relationships with the Retirement Chief Executive Officer, the Retirement Board, representatives of County departments, managers and staff.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education and experience is: five (5) years of experience in successful administration of business systems and operations, including two (2) years of experience in the management of project development and operations.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****License:**

This class requires possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.